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AM-101-1-1

*m* **Format for Requests for Board of Estimates' Approval**

All requests submitted to the Board of Estimates for approval must be formatted in the following manner, except Expenditure Authorization Request forms, Travel Request forms, and the Bureau of Purchases' list of informal awards.

<b>FROM</b>	<b>NAME &amp; TITLE</b>		<b>CITY of BALTIMORE MEMO</b>	
	<b>AGENCY NAME &amp; ADDRESS</b>			
	<b>SUBJECT</b>			

To:

Date:

Honorable President and Members  
Of the Board of Estimates

Dear Mr. President and Members:

ACTION REQUEST OF BOARD OF ESTIMATES:

AMOUNT OF MONEY AND SOURCE OF FUNDS:

BACKGROUND/EXPLANATION:

MBE/WBE PARTICIPATION:

(If applicable. If not, do not include this heading.)

APPROVED BY BOARD OF ESTIMATES

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk